

~~CONFIDENTIAL~~

PERIODIC STEP INCREASE

The attached proposed revision of the FE procedure for processing Periodic Step increases provides for the following changes:

1. Circulating the Office of Personnel list to the Units in lieu of retyping for each Unit. This is a routine check and can be accomplished within the time allowed.
2. Continuing a Central Control but on the basis of a copy of the Unit routing sheet instead of the OP list.
3. Discontinuing the follow-up on receipt of the PSI from Office of Personnel. The Office of Personnel Control on this is adequate.
4. Elimination of the PSI information in the Status Cards. This data will not be available under the EDP system and appears to serve no useful purpose on periodic T/O listings.